

Minutes of Little Chalfont Parish Council Thirteenth Annual Meeting

held on Wednesday 8 May 2019 at 7.30pm

in the Village Hall, Cokes Lane, Little Chalfont

Present: Cllr D Alexander; Cllr M Crowe; Cllr B Drew; Cllr I Griffiths; Cllr C Ingham; Cllr V Patel; Cllr D Rafferty; Cllr J Walford.

Members of the public: None.

Apologies for absence: Cllr M Parker.

In attendance: Mrs N Meldrum (Clerk).

1. **To elect a Chairman of the council for the council year 2019/20:** Cllr Griffiths asked if any other councillors wished to stand as chairman. No councillors reported they wished to stand for election. Cllr Griffiths noted that he had a number of other commitments occurring later in the year but would continue as Chairman in the absence of any other nominations, but may need to review this after the summer. Cllr Drew proposed that Cllr Griffiths be elected as chairman. This was seconded by Cllr Ingham. This was agreed unanimously.
2. **To elect a Vice-Chairman of the council for the council year 2019/20:** Cllr Griffiths asked all councillors if they wished to nominate a councillor for the role of Vice-Chairman. Cllr Alexander proposed that Cllr Crowe be elected as Vice-Chairman and this was seconded by Cllr Walford. This was agreed unanimously.
3. **To elect a Chairman of the planning committee for the council year 2019/20:** Cllr Griffiths asked all councillors if they wished to nominate a councillor for the role of Chairman of the Planning Committee. He noted that Cllr Parker had written to confirm he was willing to stand if nominated. Cllr Griffiths proposed that Cllr Parker be appointed as Chairman of the Planning Committee. This was seconded by Cllr Walford and was agreed unanimously.
4. **To elect a Vice-Chairman of the planning committee for the council year 2019/20:** Cllr Griffiths asked all councillors if they wished to nominate a councillor for the role of Vice-Chairman of the Planning Committee. Cllr Alexander proposed that Cllr Rafferty be appointed as Vice-Chairman of the Planning Committee. This was seconded by Cllr Crowe.
5. **Declaration and delivery of acceptance of office:** All Councillors present signed a declaration and acceptance of office which was witnessed by the Clerk. It was noted that Cllr Parker would sign his declaration prior to the next planning committee meeting.
6. **To propose and agree membership of sub-committees:**
 - a. **Establishment Committee:** Cllr Griffiths explained the purpose of the Establishment Committee was to discuss staffing issues. Currently the Chairman, Vice-Chairman and Planning Committee Chairman were members of the committee. Other councillors were asked if they would like to participate in this group. Cllr Drew proposed that Cllr Griffiths, Cllr Crowe and Cllr Parker should continue. This was seconded by Cllr Rafferty. It was agreed unanimously.

- 7. To propose and agree membership of working parties:** Nominations were requested for each of the following working parties. The following members agreed to serve on the working parties listed below.
- a. *Westwood Park Working Party:* Cllr Crowe and Cllr Rafferty
 - b. *Community Buildings Working Party:* Cllr Drew, Cllr Griffiths and Cllr Walford
 - c. *Village Hall Working Party:* Cllr Alexander and Cllr Rafferty
 - d. *Nature Park Management Group:* Cllr Walford and Cllr Crowe
 - e. *Co-ordination Group:* Cllr Ingham and Cllr Parker. Cllr Parker had written to confirm this, if agreed by the council.
 - f. *War Memorial and Remembrance Parade Working Party:* Cllr Rafferty
 - g. All appointments were unanimously agreed.
- 8. To propose and agree representation on outside bodies:** Nominations were requested for each of the following outside bodies. The following members agreed to serve on the working parties listed below.
- a. *GE Healthcare Liaison Group:* Cllr Patel
 - b. *Little Chalfont Community Library:* Cllr Griffiths
 - c. *Little Chalfont Community Association Liaison:* Cllr Parker had confirmed in writing that he was content to continue, if agreed by the council.
 - d. *Local Area Forum:* Cllr Griffiths
 - e. *Chiltern and South Bucks Community Partnership:* Cllr Patel
 - f. All appointments were unanimously agreed.
- 9. Apologies for absence and to accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes).** Cllr Parker had given his apologies. There were no members of the public present.
- 10. To receive and approve the minutes of the meeting held on 10 April 2019.** The minutes were approved as a correct record of the meetings and were signed by the Chairman.
- 11. Declaration of Interest:** None.
- 12. Approval by Chairman of items for Any Other Business:** a) Footpaths, vegetation in village:
b) Playground at Westwood Park
- 13. Chairman's Report:** Cllr Griffiths highlighted the main items included in his report.
- 14. Clerk's Report:** This report had been previously circulated with most issues covering items on the agenda. There were no further questions.
- 15. To receive reports, as appropriate, from members of outside bodies and working parties:**
- a) Westwood Park: Cllr Crowe reported that the temporary toilets had been installed over the Easter holidays and were planned to return to coincide with the school summer holidays in July. Exploratory work had taken place on the drainage problem and the results were currently being reviewed.
 - b) Community Building: Cllr Drew reported that an appeal had been submitted regarding the proposed community centre. An acknowledgement had been received and it was expected a decision would be received in approximately six months. Cllr Drew questioned if any other additional information could be submitted to the inspector.
 - c) Co-ordination Group. An update on the latest situation had been provided for the newsletter. A meeting with residents who had pledged support was scheduled to take place on 13 May.
- 16. Financial Issues: (i) List of payments and cheques to be signed.** The payments to be made had been previously circulated. The schedule was signed by the Chairman.

17. **Parish Meeting – Tuesday 30 April:** Cllr Griffiths noted that both speakers at the event had been well received. However, the numbers attending the meeting was lower than in previous years. It was agreed that the newsletter should be issued prior to the Parish Meeting to ensure that all residents had been notified. It was also suggested that the meeting should take place later in the allocated period if possible as the LCCA meeting was held at the end of March. The transition of the unitary authority could be considered as a topic for discussion for next year's meeting.
18. **Newsletter:** Cllr Walford reported that the next PDF version of the newsletter had been circulated earlier in the day. The aim was to send the final document to the printers on Sunday evening.
19. **Review of risk assessments, financial regulations and standing orders:** All of these papers had been previously circulated. Cllr Parker had previously sent some suggestions, with one new section to be discussed regarding the standing orders and the method of dealing with planning applications should a short deadline be issued by Chiltern District Council. The Clerk will circulate the proposed wording to councillors. The Clerk noted that the financial regulations would be updated again once the online banking for payments had been finalised.
20. **Village Day:** Cllr Alexander kindly offered to donate his gazebo for use at Village Day. A number of councillors volunteered to help on the stall and also at set up and clear up. Cllr Crowe agreed to organise a rota for the day. Cllr Drew suggested that Village Day would be an opportunity to speak to people who may wish to stand for election to the parish council in 2020. Volunteers to help in the village, for example with the Westwood Park flowerbed, could also be sought. Another focus of the stall will be the developments with the Local Plan and it was suggested that a map of the affected area could be made into a poster for the background to the stall. A suggestions board could also be introduced. Advertising for Village Day will continue to take place in the local magazines.
21. **Westwood Park shower refurbishment:** Two of the shower cubicles in the pavilion at Westwood Park had been refurbished in 2018 due to problems with deterioration of the floor. It was agreed that the two remaining showers would be updated as appropriate as part of the same project. The floors in the two remaining changing rooms are now showing signs of disrepair. A quote has been sought from Amersham Town Council for the further two showers which had been previously circulated to councillors. This is an increase on the 2018 price as a good deal had been obtained previously which was now not available and a slight change of materials has been suggested based on the experience of working on the first two showers. This price for the second stage of the shower refurbishment was agreed.
22. **Connected Communities Small Grants scheme:** Information about the scheme had been previously circulated. After a discussion, it was agreed that there was no suitable scheme which would be appropriate for this funding. The Clerk confirmed that the LCCA had notified voluntary organisations about this fund.
23. **Reports and notifications:** All of the reports were noted. Cllr Alexander agreed to go to the event on the unitary council on 4 June and Cllr Patel agreed to attend the event on 25 June on the same topic.
24. **Any Other Business: (i) Footpaths, vegetation etc.** Cllr Alexander raised the issue of encroaching vegetation on footpaths in the village. It was asked which organisation was responsible for the maintenance of the steps on Station Road. Transport for London are

responsible for their upkeep. Cllr Walford asked if the trees on Amersham Road could be attended to. The Clerk noted that these trees were under the remit of Bucks County Council and would highlight the issue. The Clerk reported that the work had begun to assess the footpaths and weeds in the village. The areas of encroachment would then be dealt with by Amersham Town Council. Letters for councillors to distribute to homes with overgrown vegetation would also be issued shortly. Cllr Drew suggested that each councillor should take responsibility for assessing a section of the village and noting down all issues for example potholes, fading yellow lines, overgrown hedging. The issue would then be passed onto the organisation responsible or dealt with directly by the parish council. **ii) Playground at Westwood Park.** Cllr Alexander raised the issue of weeds embedded in some of the surfaces of the park and also underneath the trampoline. The Clerks will investigate.

28. To consider a resolution that in view of the confidential nature of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw.

30. Date of Next Meeting: Wednesday 12 June 2019 in the village hall at approximately 7.45pm. The meeting will follow a planning committee meeting which will commence at 7pm.